

# YOUTH SERVICES POLICY

<b>Title:</b> Escapes and Runaways, Apprehensions, Reporting <b>Next Annual Review Date:</b>	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 2. Security <b>Number:</b> C.2.1
	<b>Page 1 of 7</b>
<b>References:</b> ACA Standards 3-JTS-3B-15 (Juvenile Training Schools) and 2-CO-3B-02 (Administration of Correctional Agencies); YS Policy Nos. C.1.7 "Crime Victims Notification", C.5.1 "Performance Data and Information", C.5.2 "Duty Officers and Reporting of Serious Incidents"; DYS Policy Nos. 10.16 "Location and Recovery of Absconders, 10.22 "Interstate Compact for Juveniles (ICJ)" and 10.25 "Apprehension of Juveniles"; La. R.S. 15:909, 46:1844 and Ch.C.Art. 811.1	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Simon Gonsoulin, Deputy Secretary</i>	<b>Date of Approval:</b> 06/05/2007

## 1. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405.

## 2. PURPOSE:

To establish the Deputy Secretary's policy regarding the reporting and documenting of escapes, runaways and apprehensions.

## 3. APPLICABILITY:

Deputy Secretary, Deputy Assistant Secretaries, Facility Directors, Regional Managers and Duty Officers.

## 4. POLICY:

It is the policy of Youth Services (YS) that escapes, runaways, and apprehensions shall be reported and documented in accordance with YS Policy No. C.5.2 "Duty Officers and Reporting of Serious Incidents". YS staff, local and state law enforcement agencies, and judicial authorities will be notified as outlined herein. Each facility shall be vigilant in preventing escapes and shall work with criminal justice counterparts in apprehending youth.

## 5. DEFINITIONS:

**Escape** - when a youth departs from either the grounds of a secure facility, or from the custody and control of custody/security staff, or when he fails to return to the facility from a furlough.

**Escape/Runaway Narrative** - a log detailing the who, what, when, where and how of all occurrences associated with an escape or runaway.

**Runaway** - when a youth in YS custody placed in a non-secure program leaves the grounds of the program without authorization; if he fails to return to the program within two hours from the time specified and authorized by the program; or there is reason to believe that the youth does not intend to return.

## 6. PROCEDURES:

### A. Escape from Secure Care Facility

#### 1. Notification

If a youth escapes from a secure care facility, **immediate** notification will be made in accordance with La. R.S. 15:909, as follows:

**Within 10 minutes** after being notified that a youth has escaped, the Director or highest ranking employee present at the facility at the time of an escape shall, by telephone, notify or take necessary steps to ensure the notification of:

- a. the local sheriff's office,
- b. all police departments in the parish, and
- c. the Office of State Police.

The Director or highest ranking employee present at the facility at the time of an escape shall **immediately** notify:

- a. the Central Office Duty Officer;
- b. the JCY Control Center;
- c. the applicable Regional Duty Officer(s);
- d. the Deputy Secretary;
- e. the Communications Director;
- f. Investigative Services;
- g. all Deputy Assistant Secretaries (DAS);
- h. the committing judge;

- i. the parent/legal guardian of the escapee; and
- j. the District Attorney of the adjudicating parish, if a victim registration form has been filed in the youth's case record or entered into the JIRMS record.

The facility will follow standard operating procedures for community notification.

2. NCIC

- a. The JCY Control Center is responsible for flashing escapes and apprehensions to the NCIC system.
- b. The JCY Control Center will, upon instruction from the Director, notify the NCIC system to "flash" that a youth has escaped.
- c. The Control Center will also request that the "flash" be cleared when the youth is apprehended or it is otherwise appropriate.

3. Reporting

Facility reporting staff will follow up initial verbal or email reporting to the Central Office Duty Officer with an Incident Report **within 24 hours**. The facility director or designee will also submit an Escape Narrative along with all attachments, documents and official statements.

4. Monitoring

- a. The Central Office Investigative Services (IS) shall monitor secure care facility progress in apprehension efforts.
- b. The Deputy Secretary shall designate a Central Office staff person who shall obtain a fugitive warrant from a judge for the unserved portion of the disposition for escapes from secure care facilities. An East Baton Rouge Parish juvenile judge shall be contacted first, regardless of where the escape occurred. If the Deputy Secretary's designee is unable to obtain the warrant from East Baton Rouge, he will contact the juvenile judges in Jefferson Parish for BCCY and Ouachita Parish for SCY.
- c. All searches will be coordinated with the facilities from which the youth escaped and the appropriate local or state law enforcement agencies.

5. Investigations

- a. After an escape from a secure facility, IS will collect all completed Incident Reports and conduct an investigation for submission to the Deputy Secretary and Director.
- b. Investigations will outline any operational failures or weaknesses that contributed to the escape.
- c. Investigations shall be completed within **four (4) business days** of the event.

6. Critical Incident Assessment

- a. A Critical Incident Assessment shall be conducted on every escape within **14 days** of the escape.
- b. A Critical Incident Assessment is a meeting of Central Office staff, the Director and all appropriate facility staff conducted to review the investigation report and develop a plan of action to minimize any reoccurrence.
- c. The plan shall be submitted to the Deputy Secretary and the Deputy Assistant Secretaries.

7. Public Records of Escapes

- a. Pursuant to La. R.S. 15:909, Directors of secure facilities shall maintain a record and description of escapes from their facilities.
- b. The record shall be available for public inspection and shall list all prior escapes, if any, from the location within the last five (5) years of the date of the last escape. Per statute, the following information shall be recorded for each escape incident:
  - 1. Date and time of escape;
  - 2. Number of youth who escaped;
  - 3. Offenses for which the escapee(s) were placed at the facility;
  - 4. The name of the law enforcement agency and the name of each person contacted at the law enforcement agency who received notification of the escape; the time of the notification ; and
  - 5. The name of the Youth Services employee who performed the notifications.
- c. A copy of the record shall be delivered to each law enforcement agency notified as stated above.

8. Apprehensions

- a. Apprehensions shall be **immediately** reported to the Deputy Secretary and Central Office Duty Officer by telephone.
- b. Notification of the apprehension will be followed up by a return receipt email sent to the Deputy Secretary, the Deputy Assistant Secretaries, the Central Office Duty Officer, and the Regional Manager on the **next business day**.
- c. The District Attorney of the adjudicating parish shall be sent written notice of the apprehension **within 48 hours** if a victim registration form has been filed in the youth's case record or entered into the JIRMS record.

B. Runaway from Non-Secure Program

1. Notification

- a. If a youth has run away from a non-secure program, the program director or his designee will **immediately** verbally report all known information to the Regional Duty Officer.
- b. **Immediate** notification to the Central Office Duty Officer is at the discretion of the Regional Duty Officer.
- c. **Immediate** notification to the Deputy Assistant Secretary of Community Based Services is at the discretion of the Central Office Duty Officer.
- d. The Regional Duty Officers will report this information **the next business day** by email to the Deputy Assistant Secretary of Community Based Services and the Central Office Duty Officer.
- e. The judge having juvenile jurisdiction over the youth will be contacted by the Regional Duty Officer or his designee **within one business day**.

2. NCIC

- a. The JCY Control Center is responsible for flashing runaways and apprehensions to the NCIC system.
- b. Upon notification from a non-secure program that a youth has run away, the Regional Duty Officer will **immediately** call the JCY Control Center to request the runaway youth be flashed by NCIC. The JCY Control Center shall call the appropriate Regional Office to confirm the runaway notification. Once confirmed, the JCY Control Center shall enter the runaway in the NCIC system.

- c. The Regional Duty Officer shall fax a completed NCIC request form to the JCY Control Center on the next business day.
- d. The originating Regional Office shall advise the JCY Control Center of any apprehensions and confirm that JCY staff have cleared flashes from the NCIC system when the youth has been apprehended or it is otherwise appropriate.

3. Reporting

Regional office reporting staff will follow up initial verbal or email reporting to the Central Office Duty Officer with an Incident Report on the **next business day**. The Regional Manager or designee will also submit a Runaway Narrative along with all attachments, documents and official statements.

4. Monitoring

Regional Managers or their designees shall monitor efforts to apprehend runaways from non-secure programs.

5. Review

- a. After a runaway from a non-secure program, Regional Managers/Program Specialists will conduct a review which will at a minimum, will consist of an inspection of the incident reports and any other documents pertinent to the runaway. The written report will be submitted to the Deputy Secretary and the Deputy Assistant Secretary of Community Based Services.
- b. Reviews will outline any operational failures or weaknesses that contributed to the runaway.
- c. Reviews shall be completed within **four (4) business days** of the event.

6. Critical Incident Assessment

- a. A Critical Incident Assessment may be conducted on a runaway.
- b. A Critical Incident Assessment is a meeting of Regional staff, the Deputy Assistant Secretary of Community Based Services and all appropriate program staff conducted to study the Regional Office review (see 5. above) and develop a plan of action to minimize any reoccurrence.
- c. The plan shall be submitted to the Deputy Secretary and the Deputy Assistant Secretary of Community Based Services.

7. Record of Runaways for Non-Secure Programs

The Regional Offices shall maintain copies of completed Incident Reports and Critical Incident Assessments of runaways that occur in their region for the past 5 years.

8. Apprehensions

- a. **Immediate** notification to the Central Office Duty Officer is at the discretion of the Regional Duty Officer.
- b. The **next business day** the regional office reporting staff will follow up the notification of the apprehension by a return receipt email sent to the Deputy Assistant Secretary of Community Based Services, the Central Office Duty Officer, and the Regional Manager.
- c. The Regional Duty Officer or his designee will advise the committing judge of the apprehension of the youth by **the next business day**.

C. Statistics

Data regarding escapes, runaways and apprehensions will be reported on a monthly and annual basis as outlined in YS Policy No. C.5.1.